

**REQUEST FOR PROPOSALS
FOR
GROUNDS MAINTENANCE, JANITORIAL SERVICE
AND PEST CONTROL**

Edgefield County is seeking sealed proposals for the following:

1. Janitorial services (mandatory site visit April 16 @ 9:30AM)
2. Grounds maintenance
3. Pest Control

Qualified vendors are invited to bid on one or multiple services listed above. You may pick up a proposal at the Administration Building, 124 Courthouse Square, Edgefield, SC between the hours of 8:30 AM and 5:00 PM, Monday through Friday or download a copy from our website at www.edgefieldcounty.sc.gov. Any questions may be directed to Kathy Flores at (803) 637-4000. Proposals should be obtained prior to April 16, 2008 and are due no later than 12:00 noon on April 30, 2008. Edgefield County is an equal opportunity employer.

Janitorial & Cleaning Services

PROPOSAL/CONTRACT

RFP # 4-30J-08

BETWEEN

(Contractor's/Company's Name)

AND

EDGEFIELD COUNTY

_____, agrees to provide janitorial and cleaning services for Edgefield County as described below:

MANDATORY site visit April 16, 2008 9:30 am Contact Kathy Flores 803-637-4000 ext. 10

I. SCOPE OF SERVICES

_____, will provide janitorial and cleaning services at county buildings as listed below and in the manner described herein:

II. LENGTH OF CONTRACT

The contract shall be effective July 1, 2008 and will end June 30, 2009, except that an option to renew for one year may be exercised by both parties, provided they are mutually agreeable. The initial sixty (60) day period of this contract shall be a probationary period, subject to review by the Edgefield County Administrator or his designee. During this period the County Administrator or his designee will conduct bi-weekly meetings with the company's owner. Meetings will include walk-through inspections of the various county buildings. If at the end of the sixty (60) day probationary period the County Administrator is not satisfied, or if at any time during the contract period the County becomes dissatisfied, a thirty (30) day notice of contract termination may be exercised by the County Administrator or by a majority vote of County Council.

III. GENERAL TERMS AND CONDITIONS

1. Cleaning shall be done after hours of business in some of the areas. The specific hours of cleaning in each building will be negotiated between the company and the Edgefield County Administrator or his designee(s).
2. The contractor must furnish a current copy of a business license for the Town of Edgefield prior to the execution of the contract.

3. The contractor must provide confirmation of a Federal ID Number prior to the execution of the contract.
4. The contractor must provide evidence of \$250,000 in general liability insurance prior to the execution of the contract.
5. The contractor must show proof of Workers' Compensation for all employees prior to the execution of the contract.
6. There shall be no record of any prior criminal convictions for any employees of the contractor utilized in fulfilling this contract. The contracted company shall be responsible for providing sufficient proof of compliance with the provision upon demand.
7. Any appearance of illegal conduct shall be cause for the contractor to immediately dismiss the employee involved. Alternatively, the County Administrator may terminate the contract under the provisions of this agreement.
8. Edgefield County Council reserves the right to cancel the contract at any time with a thirty-day written notification.
9. In addition to the other requirements of this contract, the contractor is responsible for having an employee on duty in the county buildings from 8:30 a.m. until 4:30 p.m., Monday through Friday (County holidays excluded). This employee is responsible for day-to-day and emergency cleaning activities as required by the County Administrator or his designee. The employee must be physically able to change light bulbs, mop floors, raise and lower the flags at appointed times, etc. The contractor must provide a cellular phone by which the County can contact this employee during his/her working hours. The contractor must express the cost of the staffing requirement as part of all costs given in this proposal/contract.
10. The contractor will furnish cleaning supplies, including liquid products, wax, brooms, mops, liners for trash receptacles, air fresheners, and other supplies necessary to execute this contract. The contractor must assume the cost of these supplies in costs given for this proposal/contract.
11. The Edgefield County Administrator or his designee shall determine whether a company possesses sufficient equipment and personnel to execute this contract. To this end, prospective contractors must submit a complete inventory of equipment that will be utilized to service this contract. The Edgefield County Administrator or his designee shall have the right to visually inspect equipment inventories and utilize such means as necessary to determine a sufficient level of employees.
12. Edgefield County, through its Administrator, requires three letters of reference in

evaluating companies proposing to fulfill this contract. Such references must be from companies or other entities for which the contractor has done work on a similar scale to that required by this contract. References must be accompanied by the approximate total square footage covered under the referenced account. The County's prior experience with a contractor may be substituted for letters of reference. The County reserves the right to reject proposals from companies lacking sufficient experience with contracts of similar scale.

13. A scheduled tour of all Edgefield County buildings is a prerequisite to submitting a proposal for this janitorial and cleaning contract.
14. Contractor prices given for this proposal/contract are good for 90 days and the life of any contract signed, including the renewal option period if exercised. The cost of providing this proposal will be borne by the contractor. Edgefield County reserves the right to reject any proposal and may waive technicalities.
15. Nothing in this proposal/contract shall be construed as limiting the County of Edgefield's ability to hire in-house personnel to perform any part of this proposal/contract. In the event that such in-house personnel are hired to perform any part of the scope of services provided for in this proposal/contract, Edgefield County shall give the contracted firm thirty (30) days written notice of the County's intention to perform such services on an in-house basis. Thereafter, Edgefield County will not pay the contracted firm to perform the affected services.

IV. SCHEDULE OF BUILDINGS

1. Agricultural Building
2. Courthouse (all levels)
3. Department of Social Services (DSS)
4. Magistrate Building
5. Health Department
6. Library
7. Neighborhood Center
8. Auditor/Circuit Judge Bld.
9. Administration/ Archives
10. Council Chambers Building
11. EMS Building
12. Building Department

V. METHOD OF CLEANING/WRITTEN NOTICE OF SUBSTANDARD PERFORMANCE

Facilities shall be cleaned as described in the following technical proposals. Thoroughness will be evaluated by the County Administrator or his designee. Payment is conditioned upon the County's satisfaction, and upon the work having been ordered by the County. Work performed but not ordered will not be paid for by Edgefield County. Work performed in a substandard manner will be compensated at less than one hundred percent (<100%) of the proposal price. Habitual substandard work will result in the cancellation of this contract under the provisions contained herein. Two written warnings for substandard performance shall constitute the maximum written notice required for the exercise of this contract's thirty (30) day termination provision.

A. Daily Janitorial and Policing

Cleaning all offices, corridors, halls, and restrooms daily to include dusting desks, lamps, window sills, blinds, counters and other objects; emptying trash cans and replacing can liners as needed; sweeping or dust mopping floors, baseboards and vacuuming carpet. All uncarpeted offices and corridors weekly must be damp mopped weekly. Dust all a/c vents.

Restroom cleaning includes the cleaning of toilets, sinks, and urinals; mopping of floors; replacing paper products; putting in urinal cakes and urinal screens, and replacing air fresheners as needed.

The courtroom will be cleaned weekly except when court is in session; then, it will be cleaned daily. Ice and water will be placed in the courtroom when court is in session. Light fixtures will be cleaned of bugs, dust, etc. on a bi-weekly basis.

The grounds around the buildings will be policed daily of trash, bottles, cans, and other debris.

Costs indicated below will not be paid in full when completion of the work is unsatisfactory.

Costs indicated below are given on a monthly basis; however, work is to be performed daily.

Indicate Monthly bid values for each technical proposal listed below

Janitorial and Policing of all levels of Courthouse monthly. _____

Janitorial and Policing of Neighborhood Center monthly. _____

Janitorial and Policing of DSS Bldg. monthly. _____

Janitorial and Policing of Health Dept. monthly. _____
MOP EXAM ROOMS DAILY

Janitorial and Policing of Library monthly. except it will be cleaned 2 days p/wk.)	_____
Janitorial and Policing of Magistrate Bldg. monthly.	_____
Janitorial and Policing of Agricultural Bldg. monthly.	_____
Janitorial and Policing of Auditor/Circuit Judge Bld.monthly.	_____
Janitorial and Policing of Administration & archives monthly	_____
Janitorial and Policing of County Council Chambers	_____
Janitorial and Policing of EMS Building	_____
Building Department (cleaned 2 days a week	_____
Total Monthly Cost	_____
Total Annual Cost (Monthly X 12)	_____

B. Quarterly Carpet Cleaning

Carpet cleaning will be performed by shampooing or steam cleaning (after a thorough vacuuming).

Indicate per-cleaning (each cleaning) bid values for each technical proposal listed below

Clean carpet in Courthouse each time	_____
Clean carpet in Neighborhood Ctr. each time	_____
Clean carpet in DSS Bldg. each time	_____
Clean carpet in Health Dept. each time	_____
Clean carpet in Library each time	_____
Clean carpet in Magistrate bld..each time	_____
Clean carpet in Auditor/ Circuit Judge	_____
Clean carpet in Administration & Archives each time	_____
Clean carpet in Building Dept	_____

Clean carpet in Agriculture Bldg.	_____
Clean carpet in Council Chambers.	_____
Clean carpet in EMS Building	_____
Total Quarterly Cost (Per Cleaning)	_____
Total Annual Cost (Quarterly X 4)	_____

C. Weekly Floor Maintenance

Tile floor weekly maintenance includes dust mopping, damp mopping, and spray buffing all tile floors. Carpeted floor maintenance includes spot cleaning.

Indicate per-cleaning bid values for each technical proposal listed below

Floor maintenance in Courthouse each week	_____
Floor maintenance Neighborhood Ctr. each week	_____
Floor maintenance DSS Bldg. each week	_____
Floor maintenance Health Bldg. each week	_____
Floor maintenance Library each week	_____
Floor maintenance Council Bldg. each week	_____
Floor maintenance Agricultural Bldg. each week	_____
Archives/Probate Bldg. each week	_____
County Council Chambers each week.	_____
Auditor/Circuit Judge Bld. Each week	_____
Total Weekly (Per Cleaning) cost	_____
Total Annual cost (Weekly X 52)	_____

D. Quarterly Stripping and Waxing of Floors

Strip all tile floors, removing all dirt and old wax; cleaning out door and baseboards, applying 3 coats of non-slip floor finish

Indicate per-cleaning bid values for each technical proposal listed below

Strip and wax floors in Courthouse each time	_____
Strip and wax floors in Neighborhood Ctr. each time	_____
Strip and wax floors in DSS Bldg. each time	_____
Strip and wax floors in Health Dept. each time	_____
Strip and wax floors in Library each time	_____
Strip and wax floors in Magistrate each time	_____
Strip and wax floors in Agricultural Bldg. each time	_____
Strip and wax floors in Council Chambers each time	_____
Strip and wax floors in EMS Building	_____
Total Quarterly Cost	_____
Total Annual Cost (Quarterly X 4)	_____

E. Window Cleaning

Cleaning of windows inside and out to remove dirt, grime, smudges and film.

Indicate per-site bid values for each technical proposal listed below

Cleaning windows Courthouse each time	_____
Cleaning windows Neighborhood Ctr. each time	_____
Cleaning windows DSS Bldg. each time	_____
Cleaning windows Health Dept. each time	_____
Cleaning windows Library each time	_____
Cleaning windows Council Bldg. each time	_____
Cleaning windows Ag. Bldg. each time	_____
Cleaning windows Auditor/Circuit Judge ea.time	_____
Cleaning windows Archives/Probate each time	_____
Total (windows cleaned once per year)	_____

VI. COMPENSATION

Edgefield County agrees to pay _____ the amounts quoted in its proposal under the following conditions: (1) Work is to be performed and paid for as requested by the Edgefield County Administrator or his designee. (2) If cleaning is deemed to be unsatisfactory by the County Administrator or his designee, Edgefield County may pay less than the amount indicated in this proposal. (3) Payment may be withheld entirely where work is considered unsatisfactory. (4) The amount of work requested is at the discretion of the County Administrator or his designee. (5) The estimated annual value for each technical proposal and the overall contract are only estimates of what will be requested. (6) Payment shall be made monthly for work specifically requested and satisfactorily completed.

VII. EVALUATION OF PROPOSALS

In addition to pre-screening firms on the basis of equipment inventories and employment levels, Edgefield County representatives will equally weigh the experience (including but not limited to the satisfaction levels of the firm's customers) and quoted prices for the technical proposals contained herein.

ESTIMATED ANNUAL COST OF CONTRACT _____

VIII. Contractor's Proposal Certification

(Contractor's Authorized Agent) (Date)

IX. Contract Award (Official Use Only)

(Contractor's Authorized Agent) (Date)

(Witness)

County Administrator (Date)

(Witness)

